

Employment Application
Coal City Area Club
285 S. Broadway Street, Coal City, Illinois 60416
815-634-9810

Coal City Area Club is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration from employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact the club office.

Please fill out all of the sections below:

Applicant Information

Applicant Name: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Email Address: _____

Date of Application: _____

Employment Position

Position(s) applying for: _____

How did you hear about this position?

What days are you available to work?

What hours or shift are you available to work?

If needed, are you available to work overtime? YES NO

On what date can you start working if you are hired? _____

Do you have reliable transportation to and from work? YES NO

Salary Desired: _____

Personal Information

Have you ever applied to worked for Coal City Area Club before: Yes No

If yes, when? _____

Do you have friends, relatives, or acquaintances working for the Coal City Area Club? Yes No

If yes, state name and relationship: _____

Are you a U.S. citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status?

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the positions for which you are applying:

Note: The Coal City Area Club complies with the ADA and considers reasonable accommodations measures that may be necessary for eligible applicants/employees to perform essential functions.

Education and Training

	Name	Location	Year Graduated	Degree Earned
High School				
College				
Vocational School				
Specialized Training				

Please indicate any current professional licenses or certificates that you hold:

Military:

Are you a member of the Armed Services?

What branch of the military did you enlist?

What was your military rank when discharged?

How many years did you serve in the military?

What military skills do you possess that would be an asset for this position?

Previous Employment

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back of this application.

Employer Name:

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Job Duties:

Reason for Leaving:

Employer Name:

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Job Duties:

Reason for Leaving:

Employer Name:

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Job Duties:

Reason for Leaving:

References

Please provide at least 2 personal and/or professional reference(s) below:

Name:

Address:

City/State/ZIP:

Telephone:

Relationship:

Name:

Address:

City/State/ZIP:

Telephone:

Relationship:

Name:

Address:

City/State/ZIP:

Telephone:

Relationship:

Additional Information:

Do you have your lifeguard Certifications? YES NO

When does it expire? _____

List any Awards, Honors or Special Achievements: _____

Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer.

AT-WILL EMPLOYEMENT

The relationship between you and the Coal City Area Club is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Coal City Area Club. No representative of the Coal City Area Club has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will,” and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and any Coal City Area Club Board Officer.

Applicant Signature: _____ Dated: _____

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize the Coal City Area Club to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

Applicant Signature: _____ Dated: _____